

~~SECRET~~

5 August 1977

MEMORANDUM FOR: Chief, PCS
FROM : Chief, PCS/LSN
SUBJECT : FBI Reporting - [redacted]

25X1

1. FBI reporting to this Agency comes in two general formats:

(1) FBI reports which originated in various FBI field offices are sent to the Agency in a format called Letter Head Memorandum (LHM). The Letter Head Memorandum format is also used by FBI Headquarters when field offices have sent to the FBI Headquarters reports and when Headquarters wishes to disseminate these reports to other agencies including CIA.

(2) The second general format is called Operational Memorandum. These operational Memoranda originate in FBI headquarters and cover operational matters including responses to specific requests from the Agency, i.e., CIRs and CIOLs. In addition, when FBI Headquarters wants to levy a request upon the Agency, these requests are sent to the Agency in the Operational Memorandum format.

2. These Operational Memoranda are not signed by the Director of the FBI but are initiated by an authorized FBI officer. This format does have a "to" and "from" line. This format corresponds to the DO format such as the CIR.

3. The third form of correspondence from FBI to CIA is the official letter signed by the Director, FBI to the DCI and these letters are usually hand-carried to the Director's office by either the FBI liaison officer or by PCS Liaison.

4. The memorandum in question concerning [redacted] was dated 29 June 1977. This Operational Memorandum was delivered to PCS Liaison and immediately given to EA Division. This practice of delivering these memoranda to the appropriate division has been in effect for a long time and is the proper method.

WNSISM

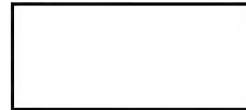
*WNSISM in direct
of [redacted] as per
of [redacted] as per
of [redacted] as per*

~~SECRET~~

SECRET

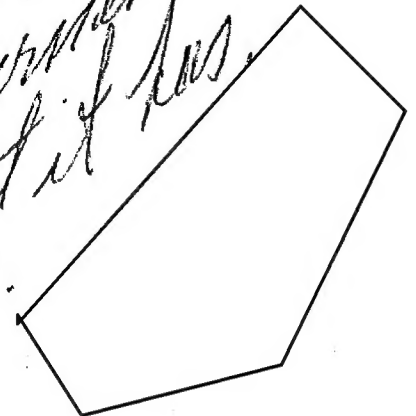
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5. I wish to emphasize that historically and properly these operational memoranda are not sent to the DCI and those that are processed through PCS Liaison are sent to the appropriate divisions concerned. It is up to the division or staff involved to decide which of these operational memoranda should go to the DDO and the DCI.



25X1

*perhaps — but in this
case the decision
was wrong
pls change the
system per our
information & I'll
let them know
know that it has
been done.*



25X1

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ROUTING AND RECORD SHEET

Justice

SUBJECT: (Optional)

FBI Reporting -

FROM:

Eloise R. Page
C/PCS

EXTENSION

NO.

DATE

Executive Registry

77-160/13

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

25X1

1. Executive Secretariat
Attn: [redacted]

5 Aug 77

This explains the FBI's
Memorandum systems

2. 7D6019

3. *e/PCS/DDO*

*To 3 let my
my too, please
& phone me [redacted]
15 Aug.*

5.

6.

7.

8.

9.

10.

11.

(EXECUTIVE REGISTRY FILE)

Justice

12.

13.

14.

15.

15 Aug 77